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## Frontline Property Management

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5601 Bridge St., Suite #504 • Fort Worth, Texas 76112 • Office (817) 377-3190 • Fax (817) 288-5533

Resident Name  
Property Address  
City, State, and Zip

*We have recently received your signed sixty day notice to vacate the property at 1700 Jacqueline Court. We have enjoyed you as residents and are truly sorry to see you leave. We hope your stay with us has been enjoyable. Don't forget to transfer all utilities to your new address and complete a change of address with the post office. As you prepare to move we would like to take this time to remind you of our Move Out Policies and Procedure. It is important that each step be followed in order to be eligible to receive your Security Deposit Refund.*

**Please remember, according to your lease, we are authorized to place a lock box on your door 45 days prior to your move out date. If you would like to buy out of this option, you may do so for a fee of \$500. We will try our hardest to avoid placing a lock box on your door as long as you are cooperative with our agents if they would like to show your home to prospective residents.**

### SECURITY DEPOSIT REFUND POLICY

1. If the lease is not fulfilled you must contact your property manager for associated cost for breaking the lease.
2. Frontline Property Management Inc. must have a written sixty day notice to vacate signed and receipted by one of Frontline's Representatives. (No verbal notices will be accepted)
3. A forwarding address must be provided to a Frontline Representative.
4. We will mail your security deposit refund (less lawful deductions) and an itemized accounting of any deductions no later than 30 days after surrender or abandonment of the premises. Please be sure to provide us with your forwarding address ASAP to expedite the delivery of your deposit refund.

### MOVE-OUT PROCEDURES.

1. The move-out date cannot be changed unless both parties agree in writing.
2. If your lease is not fulfilled and early move-out occurs, this will result in loss of Deposit. Your account may be subject to additional fees such as Accelerated rent and or Reletting fees as described in your Lease Agreement.
3. All residents must vacate the premises on or before the sixty day period ends.
4. All keys and garage door openers must be returned to the office on or before your move out date. (Rent will continue to be charged until such time that these items are returned.)

### CLEANING

1. You must thoroughly clean the property, including carpets, bathrooms, appliances, yards, porches, garages/carports, storage rooms, etc.
2. Frontline Property Management Inc. may withhold any and all reasonable charges for cleaning, painting and repairs from damages caused from your neglect or abuse. This does include lawn service, if this is specified in your lease that this is the responsibility of the resident.
3. Estimated cleaning and repair costs are listed below. These costs are subject to change and will be reflected on your final statement.

## MENU OF ESTIMATED COSTS FOR CLEANING AND REPAIR

### **Cleaning/ Make-Ready**

<i>Full Clean</i>	<i>\$150-\$225</i>
<i>Touch-up Clean</i>	<i>\$75-\$125</i>
<i>Trash-out</i>	<i>\$25 bag</i>
<i>Furniture removal</i>	<i>\$100 a Truckload</i>
<i>Full paint</i>	<i>\$.35 per sq. ft.</i>
<i>Touch-up paint</i>	<i>\$.30 per sq. ft.</i>
<i>Carpet</i>	<i>\$100-250 (varies according to square footage and cleanliness)</i>
<i>Stove</i>	<i>\$25</i>
<i>Refrigerator</i>	<i>\$25</i>
<i>Microwave</i>	<i>\$15</i>
<i>Dishwasher</i>	<i>\$15</i>
<i>Vent-a-hood</i>	<i>\$25</i>
<i>Bathroom</i>	<i>\$50-75</i>

### **Repairs**

<i>Holes in walls</i>	<i>\$65-85 per patch</i>
<i>Replace broken or missing doors</i>	<i>\$150-\$350 per door</i>
<i>Replace broken windows</i>	<i>\$100-\$300</i>
<i>Replace or repair screens</i>	<i>\$35 per screen</i>
<i>Replace or repair light fixtures</i>	<i>\$50-\$125 per fixture</i>
<i>Replace or repair, dirty, broken or missing blinds</i>	<i>\$20-\$50 depending on size</i>

### **Keys/Garage Remotes**

<i>Keys not returned</i>	<i>\$35 per lock</i>
<i>Remote not returned</i>	<i>\$75 per remote</i>

### **MOVE-OUT INSPECTION**

You may request a move-out inspection with one of our Frontline representatives. Our Representative will walk the property with you. Our representatives have no authority to bind or limit the company regarding deductions for repairs, damages, or charges. The representative will simply note any issues they discover at the time of inspection. Charges will be assessed by the property manager after such time that estimated costs of repairs can be obtained. If you would like a move out inspection, please contact our office no later than one week prior to your requested inspection date. We will do our absolute best to accommodate your request; however, the Make Ready Coordinator's calendar books up quickly, especially towards the end of the month. Inspection requests are on a first come, first served basis.



Resident Name

Property Address

City, State, and Zip

We truly value you as a resident and would love to hear any feedback you may have about our company and service. We are striving to improve in every area.

How was our service?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was everything clean and ready for you to move into? Y N

If you answered No please explain what happened.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did all maintenance requests get handled in a timely manor? Y N

If you answered No please explain what happened.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did you receive friendly service from our office staff? Y N

If you answered No please explain what happened.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did you receive friendly service from our maintenance staff? Y N

If you answered No please explain what happened.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you rent from Frontline Property Management Inc. Again? Y N

Would you refer a friend to Frontline Property Management Inc.? Y N

I have read the enclosed move out packet and understand my move-out responsibilities.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature*

Forwarding Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_